

# Cash Sales Voucher

Voucher No: CSV-00125 Date: 2024-06-21

Customer Name: Mr. John Doe Account Code: 4102

Address: 123 Main Street, City

| #               | Description | Qty | Rate | Amount |
|-----------------|-------------|-----|------|--------|
| 1               | Product A   | 5   | 200  | 1000   |
| 2               | Product B   | 2   | 350  | 700    |
| Total           |             |     |      | 1700   |
| Amount Received |             |     |      | 1700   |

Amount (in words): One Thousand Seven Hundred Only

Prepared By

Checked By

Authorized Signature

Important Notes:

- This voucher serves as documentary evidence of cash sales transactions.
- All entries must be accurately recorded for proper ledger posting.
- Ensure the customer details and transaction amounts are correct.
- Obtain necessary signatures for verification and approval.
- Retain this document for audit and record-keeping purposes.